



USAID FALLEN COLLEAGUES CHECKLIST

PURPOSE: Identify key action items & lead that should occur following fallen colleagues incident.
 (Note: Required actions vary; be flexible (i.e. FSN vs. DH, etc.))

IMMEDIATE ACTIONS

#	LEAD	ACTION
1	ES	Confirm notification of employee incident with State Ops, B/IO, Mission
2	ES	Notify Front Office (FO) and B/IO and provide next steps
3	B/IO	Draft Night Note w/flushed out details and next steps (statement of action)
4	ES	Notify Casualty Response Task Force (CRTF) – use CRTF LISTSERV
5	ES/FO	Coordinate identification of CRTF Lead, B/IO POCs, State Coordinator
6	CRTF Lead	Convene CRTF Meeting; outline roles and responsibilities, est. ops tempo
7	HCTM	Identify contact information for next of kin (NOK)/family
8	HCTM	Identify POC for NOK
9	ES/FO	Coordinate initial call to NOK (Secretary and/or Administrator)
10	HCTM	Collect benefits information for NOK
11	Staff Care	Identify/provide support services for family
12	Staff Care	Identify/provide support services for Mission Staff
13	LPA	Manage initial congressional/press inquiries; track related press; issue statements
14	B/IO	Draft Agency Notice; submit to ES
15	M	Initiate repatriation paperwork and customs clearance

POST-IMMEDIATE ACTIONS

#	LEAD	ACTION
16	M	Submit request to lower State & AID/W flags (U/S Management & GSA)
17	Mission	Submit request to lower flag at Post/Mission (if necessary)



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18	Various	Coordinate/share information re. ceremonies and/or memorials
19	Mission	Draft condolence book at Post (if necessary)
20	LPA	Draft condolence book at AID/W
21	M, Mission	Initiate/facilitate transport of employee/remains
22	LPA	Draft press release
23	LPA	Contact constituent Senators/Representatives and core committees
24	M	Coordinate transport/arrival of employee/remains to U.S./other
25	M	Coordinate travel/lodging of NOK (i.e. receive remains; burial; etc.)
26	CRTF	Maintain situational awareness
27	B/IO	Draft A/AID condolence letter to NOK; submit to ES
28	M	Initiate/coordinate return of personal effects to NOK
29	LPA	Release Agency/public statement(s)
30	LPA	Organize moment of silence on day of interment
31	ES	Send condolence letter
32	B/IO	Draft A/AID briefer/remarks for moment of silence/ceremonies, etc.
33	FO, B/IO	Attend ceremonies
34	HCTM	Schedule meeting with NOK/family re. benefits
35	B/IO	Prepare/submit application for Thomas Jefferson Award
36	B/IO	Submit request for addition to USAID Memorial Wall
37	CRTF Lead	Organize/conduct post-incident hot wash